

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



November 15, 2011

Reply to Attn of:

Headquarters Facilities and Administrative Services Division

TO: Administrative Contacts

FROM: Director, Facilities and Administrative Services Division

SUBJECT: Guidelines on Holiday Decorations and Space Usage

As the Holiday Season approaches and preparations to celebrate begin, we want to ensure the safety of NASA Headquarters personnel. Toward that end, I am requesting your assistance in disseminating this guidance to employees within your organization.

1. Decorations and displays must not involve lighted candles or other open flame or high heat producing devices. Only decorations of non-flammable material are permitted.
2. Natural (live) trees are not permitted in the Headquarters building. Artificial, flame-retardant trees are acceptable, provided they do not interfere with any exit or access to an exit.
3. Low voltage or LED lights are acceptable but may only be strung on trees; they cannot be suspended from ceilings or affixed to walls, doors, or other office structures. All lights and components must be United Laboratory (UL)-tested. Light strands on trees must be plugged into an outlet, and piggybacking of extension cords is prohibited. Tree lights must be unplugged at the end of each day.
4. Decorations and displays within an assigned space must conform to the general use of the space, as appropriate. Where large groups of persons are expected to view displays, adequate provisions must be made for emergency egress.
5. Decorations must not obstruct sprinklers or block exit doors, emergency signs, or emergency enunciator lights.
6. All decorations must be removed by January 6, 2012.
7. If planning a party, remember:

- a. Room 2E39, the Multi-purpose Room, MICs, and PODs may be scheduled on a first come, first serve basis for parties, using the Facility Help Desk System. These areas must be left neat and clean. Due to fire safety and emergency egress regulations, tables/chairs may not be placed in corridors. They must remain in the room.
- b. Open-flame heating elements, such as portable stoves or Sterno Canned Heat, are prohibited. However, electric appliances, such as crock pots, electric steamers, and non-coil warming trays/hot plates that are plugged directly into an outlet are acceptable. They may not be plugged into extension cords or surge protectors, which are not designed for this type of use.
- c. Alcoholic beverages are not permitted without approval. Submit requests to serve alcoholic beverages to the Executive Director for approval as shown in Enclosure 1, HQPD 8812.1- Use of Alcoholic Beverages on NASA Headquarters Property.
- d. Food and beverages must not be left out overnight. Additional trash cans may be requested, in advance of the party, through the Facilities Help Desk System.
- e. Recycle all plastic/glass, bottles, and cans. Special cleaning services are not provided for office celebrations during the holiday season. Place trash in close proximity to the existing waste cans in your area and it will be picked up during the evening cleaning schedule.
- f. Office thefts reach their peak during the holiday season. Be sure to lock up all purses, wallets, and valuables.

Please contact your Collateral Duty Safety Representative (CDSR) or Code Contact for assistance with ensuring that employees follow these guidelines. However, if you have any questions or need further information, please contact the Safety Office at x 0854 or your Facilities Floor Manager.

Wishing you a Happy, Healthy, and Safe Holiday Season!



David B. Redman

Enclosure

cc:
Collateral Duty Safety Representatives

Enclosure

TO: Executive Director, Office of Headquarters Operations

FROM:

SUBJECT: Request for Approval to Serve Alcoholic Beverages

On {date}, {organization name} plans to host an event and would requests to serve alcoholic beverages to those participating in the event. The details of the event are as follows:

Description of event:

Location:

Time/Date: (include start and end times)

Number of participants expected:

Amount and Type of alcohol to be served:

Controls on consumption: (e.g., bartender, service ceases one hour before conclusion of event, designated driver program, non-alcoholic alternatives, food etc.)

The point of contact for this request is: (provide name and telephone number)

As the sponsor for this event, I acknowledge by signature that I have read, understand, and agree to adhere to the governing policy on Use of Alcoholic Beverages on NASA HQ Property, HQPD 8812.